Adobe Connect (macOS) cheat sheet

Commonly used keys

Shift + ?	Display the list of meeting room keyboard shortcuts (HTML client)
Cmd + E	Toggle Raise-Hand status
Cmd + /	Promote to Presenter. Requires selected user in Attendees pod. Use arrow keys to select a user.
Cmd + F2	Bring focus to the application menu bar for keyboard navigation.
Cmd + F8	Display pod menu for keyboard navigation
Cmd + M	Display join audio conference dialog
Cmd + ;	Place focus on Chat pod, activate cursor in new message field
Esc	Close or cancel a dialog box

Manage attendees

Cmd + E	Toggles Raise-Hand status
Cmd + '	Promote to host. Requires selected items in Attendees pod. Use arrow keys to select a user
Cmd +]	Demote to participant. Requires selected user in Attendees pod. Use arrow keys to select a user.
Cmd + /	Promote to Presenter. Requires selected user in Attendees pod. Use arrow keys to select a user.
Cmd + \	End meeting
Cmd + H	Hide the application

Navigate pods, menus, and windows

Shortcuts to navigate inside pods, pop-up menus, and notifications in a meeting room.

F8	Toggle between notification window and meeting room
Cmd + F2	Bring focus to the application menu bar for keyboard navigation.

Cmd + F6 or Cmd + Shift + F6	Move focus to next pod
Cmd + F8	Display pod menu for keyboard navigation
F2	Retitle pod

Note:

In Windows, press Ctrl+F9 to display a pod if overlapping pods hide it.

Keys to manage audio and recordings

Join audio available in the meeting and manage tasks related to recordings.

Cmd + M	Display join audio conference dialog

Using this shortcut in the HTML client, interferes with browser minimize functionality. In Safari (On Mac), the microphone is toggled, and the window is minimized.

Cmd + ,	Start/Stop Recording. For Start, brings up the Start Recording Dialog

Using this shortcut in the HTML client interferes with the shortcut for opening the browser settings/preferences window in all major browsers.

P	Toggles Play/Pause during playback of recorded meetings

You cannot view recorded meetings in the HTML client.

Sharing Adobe Presenter content

Shortcuts to share the presentations created in Adobe Presenter in the Share pod.

Right arrow	Next page/slide
Left arrow	Previous page/slide
P	Play/Pause (Works in Slide view)
S	Stop (Works in Slide view)
M	Mute (Works in Slide view)
F	Change view (not for HTML content; works in Slide view)

Using whiteboard

Cmd + P	Print (When focus is on the Whiteboard, say by clicking a pointer inside.)
Cmd + Z	Undo

Cmd + Y	Redo
Del	Delete selected items
Arrow keys	Move the selected items in a specific direction. Select the items beforehand.

Chat pod

Cmd + ;	Place focus on Chat pod, activate cursor in new message field

Using this shortcut in the HTML client on Chrome conflicts with the browser shortcut to check spellings in the current input field.

Enter	When cursor is in new message field, sends message

Notes pod

Cmd + U	Underline text
Cmd + I	Italicize text
Cmd + B	Place text in boldface

Dialog boxes

Esc	Close or cancel a dialog box
Enter	Execute the default action (defined per dialog)

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More information: *defkey.com/adobe-connect-10-macos-shortcuts*

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